



U.S. General Services Administration

Federal Acquisition Service

Certification of Funds

GSA Training Module developed for NITCP

Certification of Funds Training Module Overview

Description: This training module will take you step-by-step through the Certification of Funds (CERT) document and Fund Task Items form in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.


CERT Glossary

Term	Definition
CERT	The Certification of Funds document in ITSS. Used to dedicate funds in ITSS for approval in ITOMS by Funds Manager.
Contracting Officer	The GSA rep that will sign the purchase order.
Acceptance Required By Date	The date in which the funds need to be certified by.
Billing Option	How the funding documents will be billed.
Fund Task Items	New form for each task item listed on the CERT.
Funding Summary Table	Each task item has a Funding Summary table listing cost to GSA and fee amount for that specific task item.
Send to FM	Action Button on CERT used if CSR is ready to have the Funds Manager approve funds (aka obligate funds) in ITOMS.
Cancel Cert	Users with the FM role can click the Cancel Cert button (on Cert) prior to order leg being awarded.

CERT Privileges

User Role Action	Create	Edit	View
CSR	✓	✓*	✓
Funds Manager	✓	✓*	✓
Client			
Contractor			

*Cannot edit CERT after it has been 'Sent to FM'


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Select a View:

[<<-- View Orders -->>](#)
[<<-- View Inactive Orders -->>](#)
[<<-- View Action Items -->>](#)
[<<-- View Support Information -->>](#)

Go to a Specific View Item: [Create New Order](#)

Orders - Entire Package

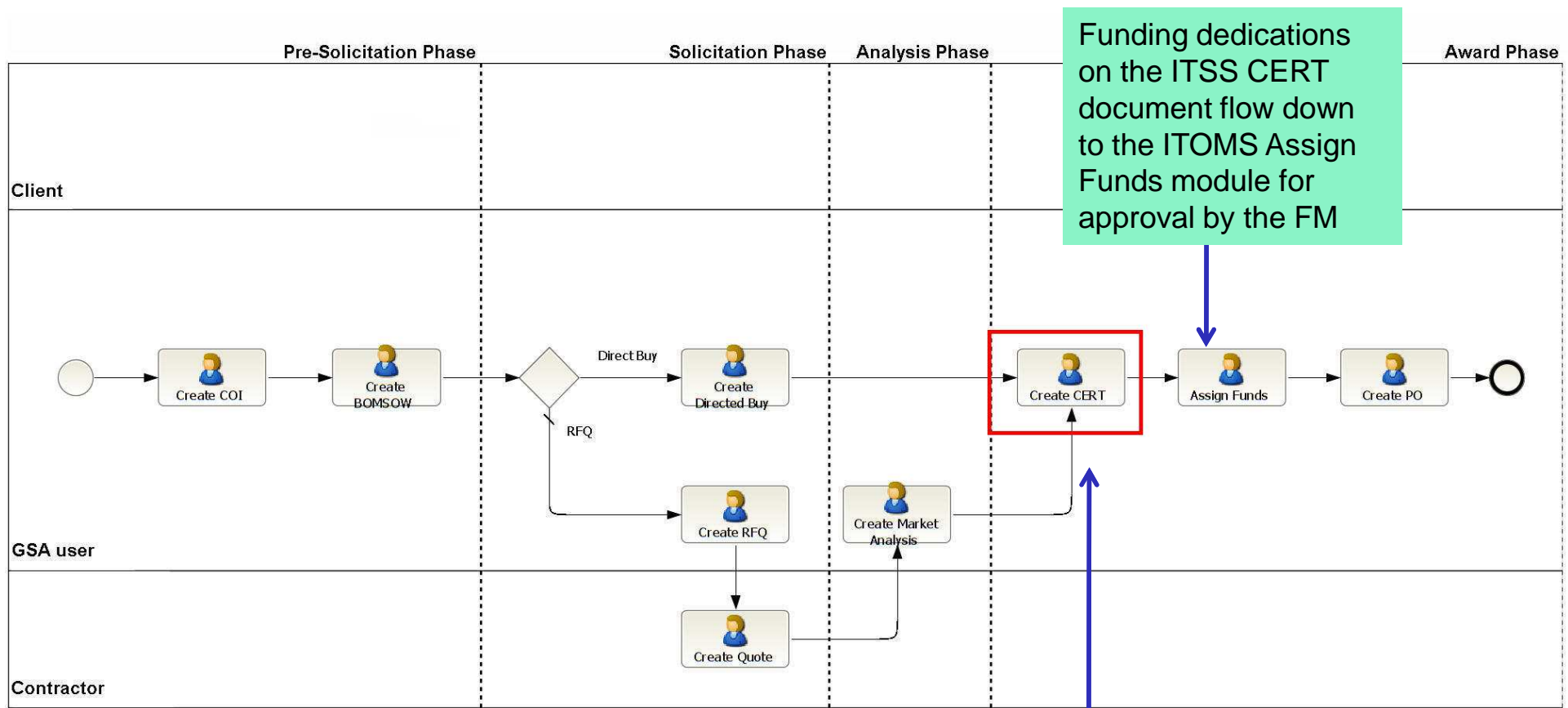
Next -> |

- Order Package
 - ID40120044-COI Sarah Client (Organization Name) AWARDED (Mod 001 - AWARDED)>>IT Commodities procurement
 - 00 Chronology
 - 01 Electronic Contract File (ECF)
 - 01 BOM/SOW ID40120044 - 000 Version 00 Amendment 00 AWARDED
 - Directed Buy - Revision 02
 - >Certification of Funds - Funds Available (Francine FM) ←
 - >Form 1449 - Rejected
 - >Form 300 - Awarded on 2012-03-05
 - >FPDS-NG Form - ID40120044-000
 - 01 Order Mod ID40120044 - 001 AWARDED
 - 03 Req for Accept (Matched) Invoice #: INV0002 Date: 2012-03-05 Invoice Amt: \$15,000.00 - Rejected
 - 03 Req for Accept (Matched) Invoice #: INV0003 Date: 2012-03-05 Invoice Amt: \$15,000.00 - Partial Acceptance
 - 03 Req for Accept (Unmatched) Invoice #: INV002 Invoice Amt: \$7,860.00 - Client Acceptance Requested
 - 03 Req for Accept (Unmatched) Invoice #: INV0001 Invoice Amt: \$14,800.00 - Accepted
 - 03 Req for Accept (Unmatched) Invoice #: Inv0002 Date: 2012-03-05 Invoice Amt: \$7,860.00 - CSR Acknowledgment Requested

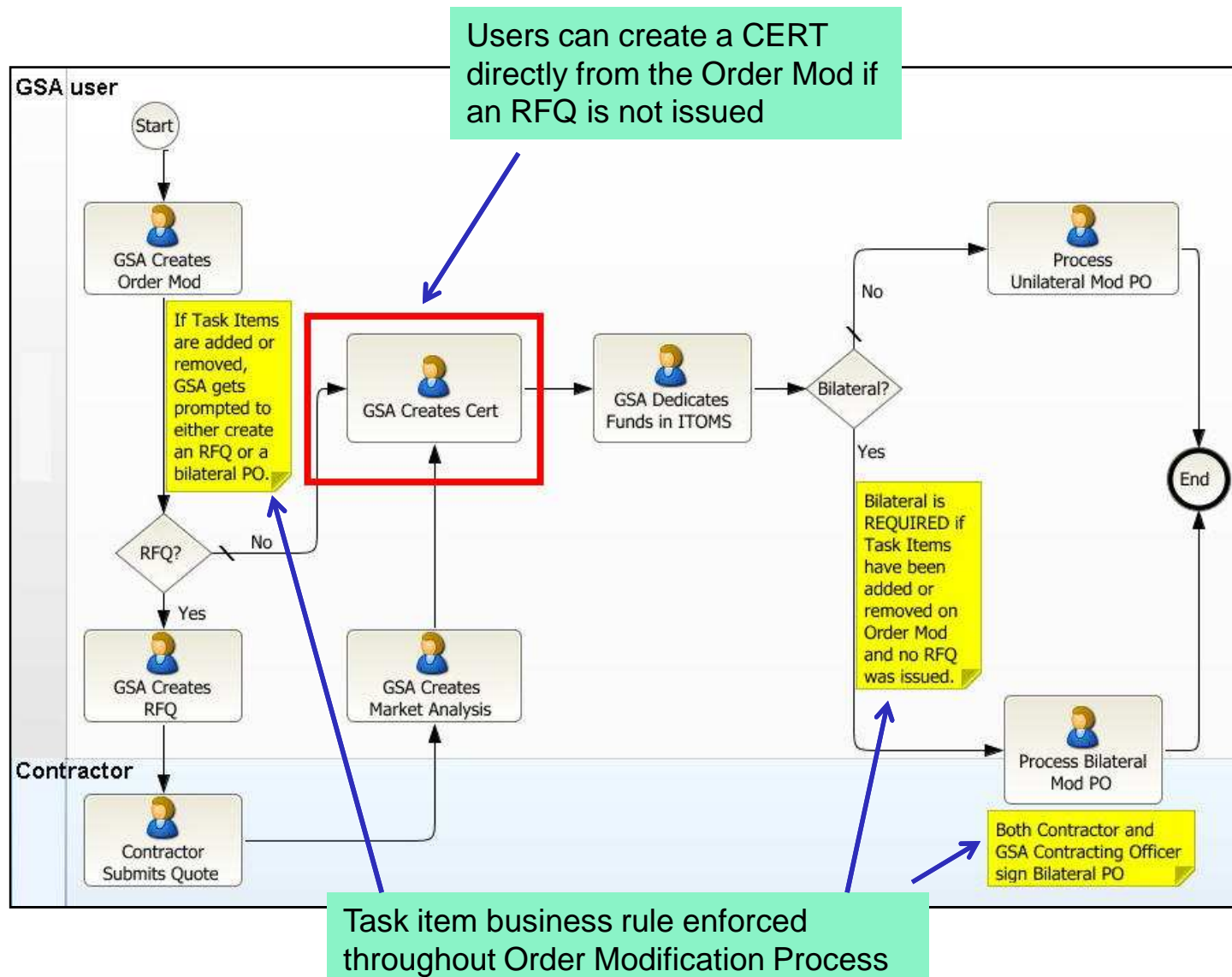
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Click on the Certification of Funds link in the Order Package View to open an existing Certification of Funds in view mode.

Within the Pre-Award Workflow Context



Within the Post-Award Workflow Context




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Market Analysis

[Rec Neg](#) | [Certify Funds](#) | [Edit](#) | [Reject Mkt Analysis](#) | [Go To Order Package](#)

Submitted By: Christopher CSR at 03/02/2012

Order ID: ID40120042 Mod: 000 Version: 00

ActNumber:

Status: **Quote Selected**

Click on the Certify Funds button on either a Market Analysis in a *Quote Selected* Status or a submitted Directed Buy in a *Ready* Status.


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Directed Buy

[Rec Neg](#) | [Certify Funds](#) | [Edit](#) | [Reject Directed Buy](#) | [Go To Order Package](#)

Submitted By: Christopher CSR at 02/28/2012

Contractor: Steve Contractor (IT INDUSTRY PARTNERS)

Contract Number: << Open Market >>

PIID Code: A - Agreements (including basic agreements, BOAs and BPAs)


Fiscal Year of Award: 2012

PIID: GS40T12SJA0034

Contract Type: Fixed Price with Economic Price Adjustment

Order ID: ID40120044, Mod 000, Revision 01

Status: **Ready**


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Verify Dates - Order ID: ID40120044 Mod: 000

The Delivery Date for Client Order ID40120044 - 000 is currently set to 03/01/2012

The Period of Performance for Client Order ID40120044 - 000 is currently set to 03/01/2012 to 02/28/2013

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date
FFP	1001	Installation / Maintenance - Base Year	03/01/2012	02/28/2013	n/a
COM	1002	Mobile Solutions Equipment	n/a	n/a	03/01/2012

The Client Project Acceptance Date is set to 02/27/2012
 The BOMSOW Finalized Date is set to 02/27/2012
 The Customer Funding Received Date is set to 02/27/2012
 The Negotiated Award Date is set to 02/27/2012
 If this is OK, then SUBMIT, otherwise, EDIT dates first.


Click *Submit* to accept dates and create a CERT

Click *Edit* to jump to the BOMSOW document in edit mode

Submit

Edit

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Certification of Funds

[Close Without Saving](#)

Submitted By: Christopher CSR

Order ID: ID40120044 - 000

Tot Cost to GSA: \$154,800.00

Fee Amount: \$13,600.00

Cost to Client: \$168,400.00

Incremental Funding: No

Submitted at: 03/01/2012 10:47:36 PM

Contract Number: Open Market

Contracting Officer: Abby CO

Alternate CO: << Select Contracting Officer >>

Customer Svc Rep: Christopher CSR

Fund Manager: Francine FM

Contractor Co: IT INDUSTRY PARTNERS

Period of Perform: 03/01/2012 to 02/28/2013

Delivery Date: 03/01/2012

Agency Name: DEPARTMENT OF THE NAVY

Funding Type: REGULAR

	Prior Amount	New Amount	Increase or Decrease
Total Cost to GSA:	\$0.00	\$154,800.00	\$154,800.00
Total Cost to Client:	\$0.00	\$168,400.00	\$168,400.00

Warning, no dedication associated with this task item

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
1001	Installation / Maintenance - Base Year	Assign Funding	\$30,000.00	\$3,600.00	\$33,600.00

Amount Required to Fully Dedicate Task Item:
\$33,600.00

Contracting Officer must be selected in order to submit the CERT

Upon submission, a soft validation will be displayed, warning of a Separation of Duties conflict if one user is selected for multiple roles.

View the Total Order Amounts of the order leg

Each task item has a Funding Summary table


Warning, no dedication associated with this task item

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
1002	Mobile Solutions Equipment	Assign Funding	\$124,800.00	\$10,000.00	\$134,800.00

Amount Required to Fully Dedicate Task Item: \$134,800.00

Funding Document No. (Citation Code) Remarks
No Funding Documents Associated with Order

General Comments:

File Attachments:


GSA ACCOUNTING CLASSIFICATION
[FUND](#) [ORG CODE](#) [B/A CODE](#) [O/C CODE](#)
[FUNCTION CODE](#) [C/E CODE](#) [PROJ/PROG NO](#) [Cost Center A](#)

▶ **Edit History**

Submit [Send To FM](#) Close Without Saving

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If the task item does not have any dedications then a warning message will be displayed above its Funding Summary table

To fund a task item click on the *Assign Funding* button.

The Fund Task Items page will open for that specific task item.

User clicks the *Send to FM* button if ready to have the Funds Manager approve funds (aka obligate funds) in ITOMS

User clicks *Submit* if not ready to send the CERT to the Funds Manager in ITOMS

12

Fund Task Items

Close Without Saving

Order ID: ID40120044

Item No.: 1001

Description: Installation / Maintenance - Base Year

Type of Fee: Surcharge

Surcharge Rate: 12.0000000000000000%

Period Of Performance: 03/01/2012 - 02/28/2013

Budget Fiscal Year: 2012

Select the Budget Fiscal Year of the task item. It is not required on the CERT but will be required in ITOMS Assign Funds. If selected, then it will flow down to ITOMS.

Prior Amount		New Amount	Increase or Decrease
Task Item Cost to GSA:	\$0.00	\$30,000.00	\$30,000.00
GSA Fees (Surcharge/Flat Fee Amount):	\$0.00	\$3,600.00	\$3,600.00
Task Item Cost to Client:	\$0.00	\$33,600.00	\$33,600.00

Use the table below to allocate Funding Documents for this task item. In edit mode, enter the fund amounts to dedicate to this task item.

[illegible]

To refresh or update listed Funds - [click here](#) (the result will be values from the funding database, your

All citations with the Order ID on its Order ID List will appear in the table

>> Refresh

>> Calculate

\$30,000.00

\$3,600.00

Submit

Close Without Saving



Fund Task Items

Close Without Saving

Order ID: ID40120044

Item No.: 1001

Description: Installation / Maintenance

Type of Fee: Surcharge

Surcharge Rate: 12.0000000000000000

Period Of Performance: 03/01/2012 - 02/28/201

Budget Fiscal Year: 2012

Prior Amount

Task Item Cost to GSA:

GSA Fees

(Surcharge/Flat Fee Amount):

Task Item Cost to Client:

Use the table below to allocate Funding Documents for this task item. In edit mode, enter the fund amounts to dedicate to this task item.

<div> <div>Funding Document No. (Citation Code)</div> <div>View Funding Documents</div> <div>Click above to view the Funding Documents DB</div> </div>	BA Code	Citation Expire Date	Current Total Available	Total Already Obligated to this Task Item Cost	Total Already Obligated to this Task Item Fee	Max Reduction Amt Task Item Cost (Obligated to Cost - Invoiced)	Amount to Dedicate to Task Item Cost on this CERT	Default Proportional Surcharge amount	Max Reduction Amt Fee (Obligated to Fee - Billed)	Amount to Dedicate to Surcharge on this CERT
			Total Available							
<div>NITCPFUND0001</div> <div>(NITPCITATION0001)</div>	FQ	09/30/2012	<div>\$999,830,000.00</div> <div>\$999,830,000.00</div>	\$15,000.00	\$3,000.00	\$15,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00
<div>NITCPFUND0001</div> <div>(NITPCITATION0002)</div>	FQ	09/30/2012	<div>\$904,560.00</div> <div>\$904,560.00</div>	\$15,000.00	\$600.00	\$15,000.00	\$0.00	\$0.00	\$600.00	\$0.00

To refresh or update listed Funds - click here (the result will be values from the funding database, your edited values may be changed) >> [Refresh](#)

To Calculate Amount Left, click here >>

Submit

Close Without Saving

Close Without Saving

Budget Fiscal Year: 2012

If the CERT has not been *Sent to FM*, both fields automatically update when the Funds Task Items page is opened or refreshed.

Funding Document No. (Citation Code) View Funding Documents Click above to view the Funding Documents DB	BA Code	Citation Expire Date	Current Total Available	Total Already Obligated to this Task Item Cost	Total Already Obligated to this Task Item Fee	Max Reduction Amt Task Item Cost (Obligated to Cost - Invoiced)	Amount to Dedicate to Task Item Cost on this CERT	Default Proportional Surcharge amount	Max Reduction Amt Fee (Obligated to Fee - Billed)	Amount to Dedicate to Surcharge on this CERT
			Total Available							
NITCPFUND0001 (NITPCITATION0001)	FQ	09/30/2012	\$999,830,000.00 \$999,830,000.00	\$15,000.00	\$3,000.00	\$15,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00
NITCPFUND0001 (NITPCITATION0002)	FQ	09/30/2012	\$904,560.00 \$904,560.00	\$15,000.00	\$600.00	\$15,000.00	\$0.00	\$0.00	\$600.00	\$0.00
To refresh or update listed Funds - click here (the result will be values from the funding database, your edited values may be changed) >> Refresh							\$0.00			\$0.00
To Calculate Amount Left, click here >> Calculate										

Order ID:	ID40120044
Item No.:	1001
Description:	Installation / Maintenance - Base Year
Type of Fee:	Surcharge
Surcharge Rate:	12.000000000000000000%
Period Of Performance:	03/01/2012 - 02/28/2013
Budget Fiscal Year:	2012

Enter the amounts wished to dedicate to the task item Cost to GSA

[illegible]

Enter the amounts wished to
dedicate to the task item Fee

Close Without Saving

Fund Task Items

Close Without Saving

Order ID:	ID40120044
Item No.:	1001
Description:	Installation / Maintenance - Base Year
Type of Fee:	Surcharge
Surcharge Rate:	12.000000000000000000%
Period Of Performance:	03/01/2012 - 02/28/2013
Budget Fiscal Year:	2012

Prior Amount		New Amount
Task Item Cost to GSA:	\$0.00	\$
GSA Fees (Surcharge/Flat Fee Amount):	\$0.00	\$
Task Item Cost to Client:	\$0.00	\$

The Current Total Available value (top of stacked field) displays the amount currently available on the citation by deducting the dedication amounts already made on the citation for all task items on *this* order. It is a tool for helping users keep track of how much money is available.

Use the table below to allocate Funding Documents for this task item. In edit mode, enter the fund amounts to dedicate to this task item.

Funding Document No. (Citation Code) View Funding Documents Click above to view the Funding Documents DB	BA Code	Citation Expire Date	Current Total Available Total Available	Total Already Obligated to this Task Item Cost	Total Already Obligated to this Task Item Fee	Max Reduction Amt Task Item Cost (Obligated to Cost - Invoiced)	Amount to Dedicate to Task Item Cost on this CEF	Default Proportional Surcharge amount	Max Reduction Amt Fee (Obligated)	Amount to Dedicate to Surcharge on this T
NITPCFUND0001 (NITPCITATION0001)	FQ	09/30/2012	\$999,982,000.00 \$1,000,000,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00			
NITPCFUND0001 (NITPCITATION0002)	FQ	09/30/2012	\$950,000.00 \$950,000.00	\$0.00	\$0.00	\$0.00	\$0.00			

To refresh or update listed Funds - click here (the result will be values from the funding database, your edited values may be changed) >> **Refresh**

To Calculate Amount Left, click here >> **Calculate**

\$15,000.00

600.00

The Total Available value (bottom of stacked field) displays the amount available on the citation without deducting any dedications – only actual obligation

The Total Available value (bottom of stacked field) displays the amount available on the citation without deducting any dedications – only actual obligation amounts are deducted.

Submit

Close Without Saving

Order ID:	ID40120044
Item No.:	1001
Description:	Installation / Maintenance - Base Year
Type of Fee:	Surcharge
Surcharge Rate:	12.0000000000000000%
Period Of Performance:	03/01/2012 - 02/28/2013
Budget Fiscal Year:	2012

If the type of charge for the task item is surcharge then the *Default Proportional Surcharge Amount* column is displayed

Prior Amount		New Amount	Increase or Decrease
Task Item Cost to GSA:	\$0.00	\$30,000.00	\$30,000.00
GSA Fees (Surcharge/Flat Fee Amount):	\$0.00	\$3,600.00	\$3,600.00
Task Item Cost to Client:	\$0.00	\$33,600.00	\$33,600.00

The BA Code of the Citation must match the Order's Program Type. For Region 40, the BA Code is FQ.

[illegible]

To refresh or update listed Funds - [click here](#) (the result will be values from the funding database, your

If the *Type of Charge* is Surcharge and user clicks *Calculate*, then the *Default Proportional Surcharge Amount* column will display the following calculation for each citation:
Amount to Dedicate to Task Item Cost X Task Item Surcharge Rate

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Fund Task Items

Close Without Saving

Order ID: ID40120044
 Item No.: 1002
 Description: Mobile Solutions Equipment
 Type of Fee: Flat Fee
 Flat Fee: \$10,000.00
 Delivery Date: 03/01/2012
 Budget Fiscal Year: 2012

If the type of charge for the task item is *Flat Fee* then the *Default Proportional Surcharge Amount* column is hidden

	Prior Amount	New Amount	Increase or Decrease
Task Item Cost to GSA:	\$0.00	\$124,800.00	\$124,800.00
GSA Fees (Surcharge/Flat Fee Amount):	\$0.00	\$10,000.00	\$10,000.00
Task Item Cost to Client:	\$0.00	\$134,800.00	\$134,800.00

Use the table below to allocate Funding Documents for this task item. In edit mode, enter the fund amounts to dedicate to this task item.

Funding Document No. (Citation Code) View Funding Documents <small>Click above to view the Funding Documents DB</small>	BA Code	Citation Expire Date	Current Total Available <small>Total Available</small>	Total Already Obligated to this Task Item Cost	Total Already Obligated to this Task Item Fee	Max Reduction Amt Task Item Cost (Obligated to Cost - Invoiced)	Amount to Dedicate to Task Item Cost on this CERT	Max Reduction Amt Fee (Obligated to Fee - Billed)	Amount to Dedicate to Surcharge on this CERT
NITCPFUND0001 (NITPCITATION0002)	FQ	09/30/2012	\$909,600.00 \$950,000.00	\$0.00	\$0.00	\$0.00		\$0.00	
NITCPFUND0001 (NITPCITATION0001)	FQ	09/30/2012	\$999,872,000.00 \$1,000,000,000.00	\$0.00	\$0.00	\$0.00		\$0.00	

Click **Submit** to save the task item dedications and return to the CERT

Click **Close Without Saving** to return to the CERT without saving any changes to task item dedications

Submit Close Without Saving

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Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
1002	Mobile Solutions Equipment	Assign Funding	\$124,800.00	\$10,000.00	\$134,800.00

Funding Document No. (Citation Code)	Total Available	Total Already Obligated to this Task Item
NITCPFUND0001 (NITCPCITATION0002)	\$950,000.00	\$24,800.00
NITCPFUND0001 (NITCPCITATION0001)	\$1,000,000,000.00	\$110,000.00
Amount Required to Fully Dedicate Task Item:		\$0.00

Funding Document No. (Citation Code)	Remarks	Current Amount Available
NITCPFUND0001 (NITCPCITATION0001)		\$999,872,000.00
NITCPFUND0001 (NITCPCITATION0002)		\$909,600.00

General Comments:

File Attachments:




GSA ACCOUNTING CLASSIFICATION

[FUND](#) [ORG CODE B/A CODE](#) [O/C CODE](#)
[FUNCTION CODE](#) [C/E CODE](#) [PROJ/PROG NO](#) [Cost Center A](#)


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When done, send the Certification of Funds to FM for approval



[Submit](#) [Send To FM](#) [Close Without Saving](#)

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WELCOME ORDERS FUNDING REGISTRATION CONTRACTS

Certification of Funds

Cancel Cert Go To Order Package

Submitted at: 03/02/2012 04:27:57 PM

Contract Number: Open Market

Contracting Officer: Abby CO

Alternate CO:

Customer Svc Rep: Christopher CSF

Fund Manager: Francine FM

Contractor Co: IT INDUSTRY P

Period of Perform: 03/01/2012 to 02

Delivery Date: 03/01/2012

Agency Name: DEPARTMENT

Funding Type: REGULAR

Users with FM role are displayed the *Cancel Cert* button in ITSS

Click the *View Funding* button to open the Fund Task Items page in view mode to see all dedication/obligation details for the task item.

The View Funding button replaces the Assign Funding button when either:

- the CERT has been sent to FM, or
- the CERT is not in edit mode

	Prior Amount	New Amount	Increase or Decrease
Total Cost to GSA:	\$0.00	\$154,800.00	\$154,800.00
Total Cost to Client:	\$0.00	\$168,400.00	\$168,400.00

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
1001	Installation / Maintenance - Base Year	View Funding	\$30,000.00	\$3,600.00	\$33,600.00

If dedications exist for the task item then they are displayed in the task item's Funding Summary

Funding Document No. (Citation Code)	Total Available	Total Already Obligated to this Task Item
NITCPFUND0001 (NITCPCITATION0001)	\$1,000,000,000.00	\$18,000.00
NITCPFUND0001 (NITCPCITATION0002)	\$950,000.00	\$15,600.00
Amount Required to Fully Dedicate Task Item:		\$0.00

View the amount remaining on each Citation including all dedications from *this* order

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
1002	Mobile Solutions Equipment	View Funding	\$124,800.00	\$10,000.00	\$134,800.00

Funding Document No. (Citation Code)	Total Available	Total Already Obligated to this Task Item
NITCPFUND0001 (NITCPCITATION0001)	\$1,000,000,000.00	\$110,000.00
NITCPFUND0001 (NITCPCITATION0002)	\$950,000.00	\$24,800.00
Amount Required to Fully Dedicate Task Item:		\$0.00

Funding Document No. (Citation Code)	Remarks	Current Amount Available
NITCPFUND0001 (NITCPCITATION0001)		\$999,872,000.00
NITCPFUND0001 (NITCPCITATION0002)		\$909,600.00

General Comments:

File Attachments:

GSA ACCOUNTING CLASSIFICATION
[FUND](#) [ORG CODE](#) [B/A CODE](#) [O/C CODE](#)
[FUNCTION CODE](#) [C/E CODE](#) [PROJ/PROG NO](#) [Cost Center A](#)

[Edit History](#)

Once the funds are obligated in ITOMS the GSA Accounting Classification information is populated with data from ITOMS

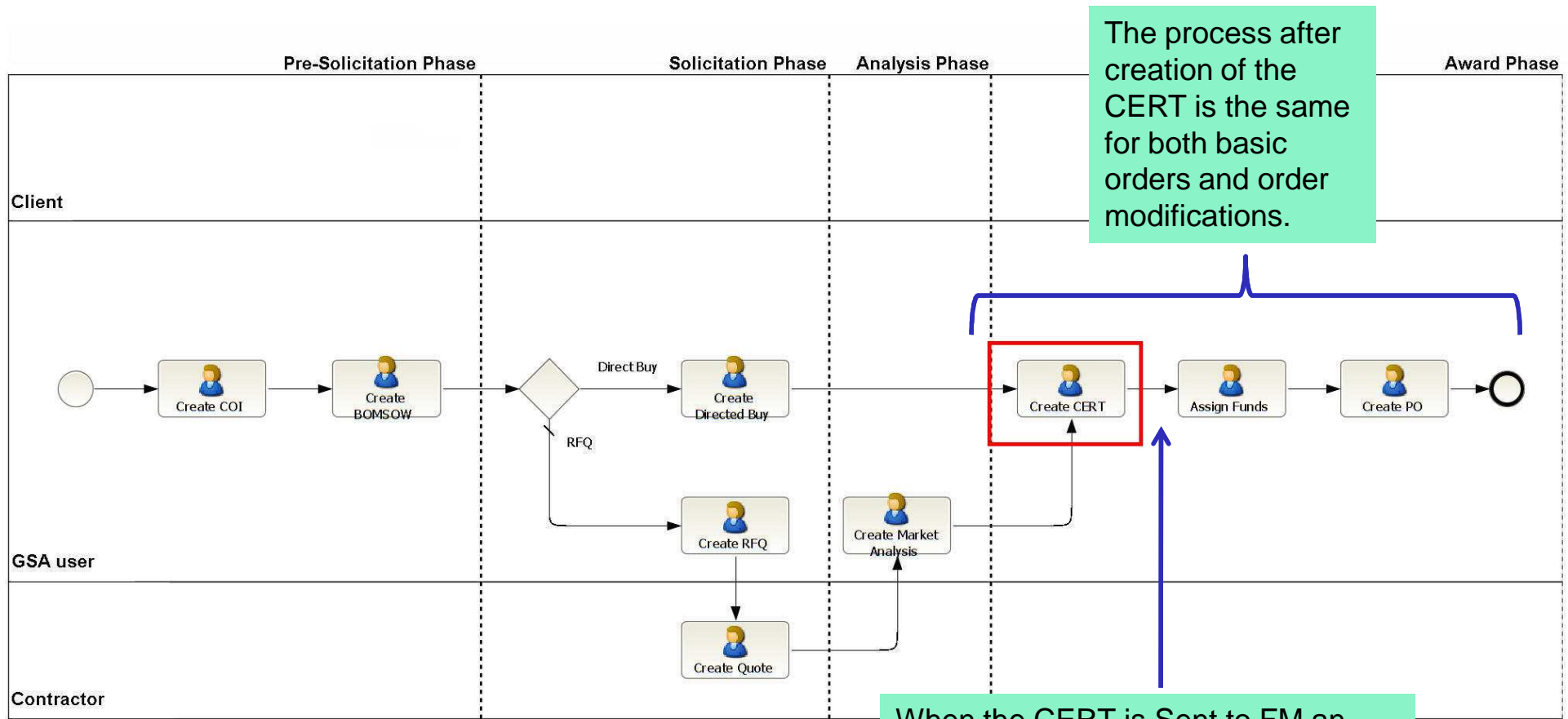
View the Amount Required to Fully Dedicate the Task Item

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CERT Status Glossary

Status	Definition
Not Ready	CERT has been saved, but has not been sent to FM in ITOMS. CERT is not visible in ITOMS but is editable in ITSS by users with edit access.
Ready	CERT is not editable in ITSS, and is visible in ITOMS. The Funds Manager can approve or reject the fund dedications.
Funded	Fund Dedications have been certified in ITOMS and the funds have been approved. A GSA user can create a Purchase Order.
Not Req'd	Funding not required for this order leg. This status is only available to self-certifying administrative mods (type B) that do not increase or decrease the order amount.
PO Started	Purchase Order document has been started but not yet signed.
Signed	Purchase Order has been signed by GSA Contracting Officer but has not yet been sent To NEAR. If the Purchase Order is bilateral and is waiting for the contractor signature, the status shall be 'Signed' but the Contractor's signature and signing date shall be null. A bilateral PO shall not be processed until the Fund Status is 'Signed' and the Contractor has signed the PO.
To NEAR	Necessary flat files have been transmitted to Pegasys and/or NEAR. Invoicing and billing can occur for that order leg and a new order modification may be created.
Cancel	CERT has been cancelled and can no longer be used to fund the order.
Pending	Order has been awarded for a pending fiscal year. The order leg will have to be manually validated to NEAR when the current fiscal is equal to the budget fiscal year of the order leg.

Next Steps...



The process after creation of the CERT is the same for both basic orders and order modifications.

When the CERT is Sent to FM an action item is added to the ITOMS Assign Funds Action Folder. CERTs that have been Sent to FM cannot be edited in ITSS.



Federal Acquisition Service

Questions & Support

- For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov
- For questions regarding the RBA Certification of Funds training module please contact RBA Technical Support:

Phone: (877) 472-4877

Email: AASBS.helpdesk@gsa.gov

